

# **W.O. LANCE ELEMENTARY SCHOOL**

**2022-2023**

## **School Handbook**



**Jennifer Boyd, Superintendent of Schools**

**Donna Bell, Principal**

**Reagan Gilbert, Assistant Principal**

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## VISION

Preparing **Lanett** Students to

*Live - Learn - Lead*

## MISSION STATEMENT

Lanett City Schools will provide a supportive and rigorous educational environment that produces responsible, self-motivated students who are prepared for the future.

## MESSAGE FROM PRINCIPAL BELL

Parents and Students,

It is an honor to serve as your principal this year. We will work as a team to ensure we have a successful school year. I envision a school year filled with hands-on learning activities to ensure students are excited about attending school.

I look forward to working with each student and parent to provide a positive learning environment for everyone. Students are expected to be respectful at all times, and students should expect to be respected at all times. If you ever need me, please contact me at 334-644- 5921 or via email at [dbell@lanettcityschools.org](mailto:dbell@lanettcityschools.org).

Sincerely,  
Mrs. Bell

## IMPORTANT CONTACTS

W.O. Lance Elementary School Office	(334) 644-5915
W.O. Lance Elementary School Fax	wolfax@lanettcityschools.org
W.O. Lance Elementary School Cafeteria	(334) 644-5938
W.O. Lance School Counselor	(334) 644-5933
W.O. Lance School Nurse	(334) 644-5961
Transportation Department	(334) 644-5994
Central Office	(334) 644-5900

This handbook is to help you know and understand the rules and procedures for W.O. Lance Elementary School. Each student and parent is responsible for being aware of the information contained in this handbook.

## **DAILY SCHEDULE:**

- 7:15 The school will be open for students to enter, and breakfast will begin  
7:45 Tardy bell rings and students ***MUST*** be signed in at the office if they arrive at or after 7:45.  
2:35 Dismissal begins with bus riders at the back of the school.  
2:45 Car riders will be dismissed at the back of the school.  
3:00 Walkers will be dismissed at the front of the school.  
NOTE: All students must be picked up by 3:05

### **Attendance Policy**

The entire attendance policy can be found in the District Handbook.

### **Notes for Absences**

Students should bring an appropriate written excuse from their parent/legal guardian or a professional note within three days of their return to school. The parent note should state the specific reason for the absence and be signed by the parent or legal guardian. Absences are marked as unexcused unless an appropriate excuse is received. We will accept up to ten parent notes for the school year. After the tenth parent note, a professional note is required for absences to be marked excused.

### **Make-Up Work**

The day a student returns to school after an absence, they should get any work that was missed. The make-up work should be completed within three (3) school days upon the student's return to school.

### **Examples of Excused absences are defined as follows:**

1. Illnesses that endangers the student's health or the health of others
2. Students that are deemed ill by the school nurse on a given day
3. Death in the immediate family
4. Legal quarantine
5. Students that are receiving healthcare, hospitalized, etc.
6. Inclement weather which would be dangerous to the life and health of the child as determined by the principal and/or Superintendent
7. Legal requirements for students
8. Observance of any sacred day set aside by a recognized religious denomination of which the student is a member
9. Military deployment date of a student's parent
10. Emergency conditions as determined by the Superintendent

### **Unexcused Absences**

- First Truancy (Parent will be notified and provided with a copy of Alabama's compulsory school attendance laws).
- Third Truancy (Parent will be notified).
- Fifth Truancy (Parent/legal guardian will attend a conference with the principal, attendance officer or participate in the early warning program provided by the juvenile court).
- Seventh Truancy (A petition/complaint will be filed against the parent/legal guardian).

### **Tardies/Check-Ins/Check-Outs**

Parents or guardians must sign their child in and out. Please provide the school with the names and telephone numbers of two local emergency contacts. Students can only be checked out by a parent, guardian, or emergency contact. **Students will not be allowed to check out of school after 2:00 p.m.** Anyone checking out a student should be prepared to show a valid form of photo identification.

### **Check-Outs**

Students are allowed three checkouts per semester without penalty. Professional notes are required for the fourth and additional checkouts.

Fourth Checkout = Parent Conference

Fifth Checkout = 1 day of detention

Sixth Checkout = 2 days of detention

Seventh or additional checkouts = Saturday, School, ISS, or other consequence as assigned by administration.

**Note:** Students that become ill while at school must see the school nurse. If the nurse deems it necessary for the student to be sent home, school personnel will contact the parent or other authorized contact to pick the student up and the absence will be excused.

### **Tardies**

Tardies to school will be excused only with a professional excuse from a doctor, court, or other verifiable means. Parent notes are not accepted for tardies.

### **Unexcused Tardies**

First & Second Tardy = no consequences

Third Tardy = 1 day of detention

Fourth Tardy = 2 days of detention

Fifth Tardy = Saturday School

Sixth Tardy = ISS

Seventh or additional tardies = Saturday, School, ISS, or other consequence as assigned by administration

### **Attendance Requirement for Promotion**

Elementary students shall be candidates for retention if they have accumulated more than 20 unexcused absences per year. A professional note will be the only documentation accepted on the eleventh absence and beyond.

### **Attendance Tips for Parents**

Getting your child to school on time, every day, unless they are sick, is something you can do to ensure your child is successful. You can promote good attendance when you:

- Establish and stick to the basic routines (going to bed early, waking up on time, etc.) that will help your child develop the habit of on-time attendance.
- Talk to your child about why going to school every day is critical and important unless they are sick. If your child seems reluctant to go to school, find out why and work with the teacher, administrator, or afterschool provider to get them excited about going to school.
- Reach out for help if you have difficulty getting your child to school. We will do our best to help connect you to the appropriate needed resource.

## **DISCIPLINE & BEHAVIORAL EXPECTATIONS**

Students are expected to demonstrate appropriate behavior while on school property. Our students are encouraged to Be Respectful, Be Responsible, and Be Supportive.

The Code of Conduct will be enforced at all times. Bullying, fighting, encouraging a fight, battery, or creating fear in another person that reveals violence is imminent will not be tolerated. Punishment can include: In-School Suspension, Detention, Saturday School, or Out of School Suspension, at the principal's discretion. Students involved in a fight will be suspended for five (5) days.

### **Behavioral Expectations**

#### **Be Respectful**

- Speak to adults and peers respectfully.
- Listen to adults and peers when they are speaking.
- Wait your turn.

#### **Be Responsible**

- Bring all learning materials to class.
- Do your best every day.
- Follow school and classroom procedures.
- Walk on the right side of the hallway.

#### **Be Supportive**

- Support your peers with positive comments and encouragement.
- Help adults and peers.
- Work cooperatively with peers.

**Rewards** for demonstrating good behavior can include:

- Being recognized as student of the month.
- Invitation to special celebrations.
- Special rewards.

**Consequences** for not demonstrating good behavior can include:

- Parent contact/conferences.
- Silent lunch.
- After-school detention.
- Saturday School.
- Disciplinary referral to the principal.

### **Classroom**

Teachers will maintain positive learning environments with the implementation of class rules. The classroom rules and procedures will be made available to parents and will be sent home at the beginning of the school year. Teachers will exhaust every option within the classroom before sending a child to the office unless immediate attention is needed from the administrator. Teachers will contact parents and schedule parent conferences as needed to keep parents informed of their child's academics and behavior. Student planners will be used as a two-way communication between the school and parents.

### **After-School Detention (Grades K - 6)**

Students may be assigned detention after school as a consequence of their behavior. Parents will be informed one day in advance if the child is to stay after school. Detention ends at 3:30, and students must be signed out from detention by someone listed on their contact list. No student will be allowed to walk home. If a student misses a total of 3 detention days, ISS will be assigned.

### **In-School Suspension (ISS) Program**

Students assigned to ISS will not be allowed to associate with the student body during the period of time they are assigned to the program. Students will be under the supervision of the ISS program instructor. Additional days will be added for incomplete assignments or non-compliance to the ISS rules.

Students will be required to complete all assignments from the regular classroom teachers during the time they are assigned to the program. All assignments, tests, reports, etc., will be graded by the regular classroom teacher. Each student will be given a copy of the ISS rules to be signed by the parent on the first day. Students assigned to ISS will not be allowed to attend extracurricular activities that involve Lanett City Schools - at home or away.

Students assigned to ISS must be signed in by their parent or legal guardian between **7:45 a.m. and 8:00 a.m.** on their first day of ISS, and each day after the first day, anyone on the students' contact list will be allowed to sign them in. Students must be signed out each day promptly at 2:15 p.m. by someone on their contact list. Students assigned to the ISS classroom must complete all days assigned before being readmitted to the regular classroom. **Students will not be allowed to walk home or ride the bus while assigned to the program.**

### **Saturday School**

Students assigned to Saturday School must be signed in by their parent or legal guardian between **7:45 a.m. - 8:00 a.m.** Students must be signed out by someone on their contact list. Students will not be allowed to walk home. Failure to attend Saturday School will result in additional consequences being assigned. Students will be given the ISS Rules when they are assigned the consequence.

### **ELECTRONIC DEVICES**

At no time shall students be in use of personal electronic devices at school. These devices include, but are not limited to cell phones, tablets, ipods, radios, smart watches, or any other electronic devices that may cause a disruption to the educational process. Neither the local administrator nor the school board assumes responsibility for loss, theft or destruction of any electronic devices including cell phones.

Consequences for cell phone/electronic device offenses will include the following:

1st Offense - Phone/device will be confiscated and parent may pick it up 24 hours later. In case of weekends or holidays, it may be picked up on the next school day following the weekend or holiday.

2nd Offense - Phone/device will be confiscated and held until the last day of the current semester. The device must be picked up by the parent. No devices will be released to students.

3rd Offense - Phone/device will be confiscated and held until the last day of the current semester and the student will receive three (3) days of ISS.

4th Offense - Phone/device will be confiscated and held until the last day of the current semester and the student will receive three (3) days of OSS.

## **INSTRUCTIONAL PROGRAM**

### **Textbooks**

Textbooks are issued by the classroom teacher. Parents must pay for any lost, abused, or damaged textbooks issued to their child.

### **Content**

Students at W. O. Lance Elementary School are instructed in all disciplines outlined in the Alabama State Courses of Study. These include English Language Arts (ELA), Mathematics, Science, Social Studies, Art, Music, Physical Education, Digital Literacy, and Health.

### **Grading Scale**

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and Below

Report cards are issued every nine weeks. A mid-progress report will be sent to the parents every 4½ weeks of each reporting period. If at any time you have questions or concerns about a grade, please contact your child's teacher. If a conference is needed, please call the office to schedule one. Report cards and progress reports are to be signed by the parents or guardians and returned to the school.

### **Progress Reports**

September 9, 2022

November 18, 2022

February 9, 2023

April 21, 2023

### **Report Cards**

October 21, 2022 - Parent Conferences/early dismissal

January 13, 2023

March 24, 2023 - Parent Conferences/early dismissal

May 23, 2023

## **PROMOTION & RETENTION POLICY**

### **K-6th Grade**

- Should a student fail reading for the year, promotion to the next grade will not be granted.
- Should a student fail two core academic subjects for the year, promotion to the next grade will not be granted.
- All third graders, per The Alabama Literacy Act, shall demonstrate sufficient reading skills for promotion to fourth grade. There are "good cause" exemptions such as but not limited to students with Individual Learning Plans (IEP, IELP, 504) and students that have previously been retained 2 times.
- A child with passing grades may be retained based on the teacher's and parents'/guardians' judgment that another year in the current grade would strengthen skills, promote maturity, or be beneficial in other ways.
- Parents requesting retention for their child must meet with the child's teacher and the principal at least two weeks prior to the end of the school year. This decision cannot be reversed after June 15th of that year because of the need to plan for class sizes for the following school year.

### **Homework:**

Teachers may assign homework. Homework is to benefit the student. Students enrolled by the first day of school will receive a planner where homework can be communicated to parents.



## **LIBRARY MEDIA CENTER**

All students will visit the Library Media Center each week to discover and explore the wonderful world of reading! An automated catalog system assists students in locating specific books. The Alabama Virtual Library is available to students.

When a child comes to the library, they should have all of their checked-out books with them. New books may not be checked out until all books are returned or renewed. Parents are responsible for paying for lost library books.

## **LUNCHROOM**

### **Meals**

The lunchroom staff provides a nutritious and tasty school breakfast and lunch each day. All students will receive free breakfast and lunch this school year.

#### **Breakfast Prices**

Staff	\$2.50
Visitor	\$2.75

#### **Lunch Prices**

Employee	\$4.10
Visitor	\$4.25

## **PARENT & VISITOR INFORMATION**

All visitors must report to the front office to obtain a pass before going to any other part of the school. This includes relatives of faculty members. We strive to protect the learning environment and prevent any disruptions. We will be glad to schedule a time for a brief 15-minute visit. All visitors requesting to enter the building should be prepared to show a valid form of photo identification. Teachers and administrators will discuss a student with the parents or legal guardian only.

Visitors are expected to conduct themselves in a respectful and orderly manner while on campus. Anyone engaging in behaviors inappropriate for the school setting will be asked to leave. Additional measures will be taken as necessary.

### **Interruptions/Telephone Calls/Messages**

Interruptions to classes will be held to a minimum. Please do not call the school with messages for students unless it is a true emergency. Likewise, children will not be allowed to use the school telephone except for a valid reason. Arrangements for a child to go home in the afternoon should be made before the child leaves for school in the morning. Children should not expect to use the telephone in the afternoon after school to make transportation arrangements. Calling home to ask for forgotten supplies is not a valid reason and will not be allowed.

### **Birthdays/Celebrations**

Students' birthdays will be recognized during our News Broadcast, Lance Live. We will not accept cupcakes, balloons, etc., to protect the instructional time each day.

### **Parent - Teacher Organization**

We encourage you to join and attend programs and activities of the P.T.O. This organization is vital to our school. Meetings will be announced via Facebook and through our automated phone system.

### **Parent Portal**

Parents are encouraged to check Parent Portal weekly. Teachers update grades each week. This is the best way for parents to stay informed about their child's academic progress and attendance.

## **Planners**

All students in kindergarten - sixth grade who are in attendance on the first day of school will receive a planner. This planner will be used for two-way communication between the school and home.

## **Class DoJO**

All teachers will use Class DoJo [www.classdojo.com](http://www.classdojo.com) to communicate with parents. Please sign up with the information that your child's teacher sends home.

## **Facebook**

Please "LIKE" the W.O. Lance Facebook page. This page is updated weekly with all of the wonderful activities happening in our school.

## **SCHOOL PROGRAMS & SERVICES**

- Pre-K
- Enrichment/Gifted
- Guidance Counseling
- Media Center
- Child Nutrition - Breakfast and Lunch
- Physical Education
- Parent-Teacher Organization (P.T.O.)
- Auburn University, Troy University, Alabama State University, and Point University Pre-service Teachers
- Tutoring
- Honor Society
- Program for Students with Exceptional Needs
- Art
- Music
- 5th & 6th Grade Band
- ESL Program

## **SPECIAL EDUCATION AND SERVICES**

Special education students, who are receiving all instruction in a regular classroom for a particular subject be required to meet promotion standards in that subject unless otherwise specified in the student's Individualized Education Program (IEP). If a student is receiving all academic instruction in the special education classroom or is receiving instruction in a subject in both the regular and special education classrooms, the Individualized Education Program (IEP) developed by the IEP committee will govern promotion. Students with disabilities who engage in violation of the school's code of conduct, and the behavior is not a result of or related to the disability, are subjected to the school's disciplinary rules and procedures as any other non disabled peer.

Vision and Hearing Screening: Any student may have his/her vision and/or hearing screened at any time upon referral and written permission from parent or guardian. A letter is sent home informing parents if the student fails either screening.

Counseling Services: A certified guidance counselor provides counseling services to all students. Services include individual and group counseling in such areas as developing a positive self concept, decision making and peer relations. Counseling is available upon request of student, teacher, or parent regarding personal, social, emotional and academic concerns of students.

## **Gifted/Enrichment Program**

Gifted/Enrichment Program: The Gifted/Enrichment Program (directly or indirectly) serves students identified for gifted services from grades K-12. Consultative services are offered for identified students in grades K-2. Students eligible for gifted services in grades 3-6 are pulled out once a week for an entire day (3-5 hours) and served in a resource room with services provided by a gifted education specialist. These students are also served in the general education classroom through the use of curriculum compacting and other differentiation strategies.

## **TRANSPORTATION**

### **Bus Transportation**

Lanett City Schools will only provide transportation to and from a student's permanent residence. Students will not be allowed to change bus routes unless their address changes. In the event, a student's address changes during the school year, proper documentation (proof of residency) must be provided to the school office three days in advance in order to ride the new bus home.

Students shall conduct themselves in an orderly and respectful manner. The driver is in charge of the school bus in the same manner as the teacher is in charge of a classroom. The bus driver's instructions are to be followed. Failure to do so endangers the driver and students. Bus referrals will be written if rules are not followed, and bus privileges may be suspended.

### **Car Riders (K-6th Grade)**

Car riders are dropped off in the front of the school and picked up in the back of the school. Students may not be dropped off before 7:15 a.m. All K-6 students will report to the cafeteria when they arrive if they want to eat breakfast. Students must arrive before 7:45 in order to eat breakfast. Students arriving at 7:45 or later must be brought into the office and signed in. Students who do not want to eat breakfast will report directly to their classroom. Car riders will be picked up in the back of the school (bus parking lot) beginning at 2:45 p.m. All students must be picked up by 3:05.

### **Car Riders (PreK)**

PreK students will be dropped off at the bus parking lot beginning at 7:40. PreK students are considered late at 7:50 and someone must bring them into the office and sign them in. PreK students will be picked up at the back of the school (bus parking lot) between 2:15-2:30.

### **Medication**

All prescription medication must be brought to the school by the parent or legal guardian and signed in with the school nurse. Over-the-counter medication must be in an unopened bottle. A signed medication authorization form is required.

### **Lost and Found**

Items found without owners are taken to an area and are kept until the end of the current semester. All items left unclaimed after the current semester ends will be donated to a local clothing closet. Please be sure names are on all jackets, sweaters, and lunchboxes.

### **Monetary Payments**

Lanett City Schools accepts cash, money orders, or cashier checks made payable to the school.

## **SCHOOL UNIFORM AND APPEARANCE POLICY**

### **Purpose**

The Lanett City Board of Education believes a safe and disciplined learning environment is the first requirement of a high performing school. The implementation of school uniforms will help minimize disruptive behavior, promote respect for oneself and others, build school/community spirit, and, more significantly, help to maintain high academic standards. The board also feels that the wearing of uniforms by students will help lessen the impact of socioeconomic differences. In addition, it allows for immediate what they are wearing.

### **W.O. Lance Jacket Policy**

Students may wear a solid black, waist length, hoodless jacket throughout the school day. Jackets may have a small unobtrusive logo that can be covered with a quarter. All other jackets/coats must be put in the student's backpack upon arriving at school or stored in a designated location in the classroom until the end of the day.

## **School Uniform**

This section is a simplified version of the uniform policy. Please see the district handbook for the complete dress code policy.

### **Shirts**

(Must have sleeves, a collar, and be tucked in)  
Can have a small logo that can be covered with a quarter  
Navy Blue  
White  
Black  
Ecru (light tan)

### **Undershirts**

(Solid - No Print)  
Black  
White

### **Pants**

(No denim, jegging, leggings, or cargo type)  
Khaki  
Black  
Navy Blue

### **Jumpers, Dresses, Skirts, Shorts**

Colors: Navy blue, Black, Khaki  
Knee length or no shorter than the width of a \$1.00 bill from the knee when standing

### **Other Clothing Items or Accessories**

Hair accessories should be modest.  
No oversized or excessive jewelry or accessories.

### **Violations:**

First Violation = Warning  
Second Violation = Detention  
Third Violation = Saturday School  
Fourth and additional violations = Saturday School, ISS, or OSS

Any student found to be in violation of the uniform policy must change to meet uniform requirements in a timely manner. If necessary, parents will be contacted to pick up the student or to bring a change of clothes. Any absence for dress code violations will be marked as unexcused.

### **Belts**

(Belts required if pants have belt loops)  
Solid colors  
No Studs  
No decorations  
Black  
Navy Blue  
Brown  
Clear

### **Socks & Shoe Colors**

Black  
Brown  
White  
Gray  
Navy Blue  
Combination of these colors. A combination in color is defined as a solid colored shoe with a small amount of other board approved colors. Patterns; such as polka-dots, camouflage, checks, stripes, other prints, etc. are not permitted.

### **Jackets/Coats**

Solid black, waist length, no hood  
Logo smaller than a quarter

### **Sweaters (Cardigans)**

Solid white, navy blue, black, or tan  
Waist length, no hood, logo smaller than a quarter

**Casual Dress Days (This guidance will be used on days deemed by the principal as casual days.)**

- Hats, hoods, du-rags, stocking caps, sweatbands, stretch bands, "beddies", or "wrap caps" are not allowed.
- Students may not wear shirts, patches, or decals with vulgar, provocative, or suggestive pictures, gang symbols, or words.
- Students must wear shoes at all times . Bedroom slippers, flip flops, or " slides " are not allowed.
- Tank tops and basketball jerseys are not allowed unless a shirt is worn underneath . No shirt that has the sleeves removed is allowed.
- Halter tops or any apparel that will expose midriffs are not allowed.
- No clothing shall be excessively low in the front or back. No excessively tight clothing is allowed.
- No see through blouses or trousers will be allowed. This includes see through apparel with other clothes underneath. Underpants should not be revealed at any time.
- The length of shorts, skirts, dresses, etc., must be no shorter than the width of a \$1.00 bill from the knee when standing.
- No leggings may be worn under skirts or shorts no matter the length.
- All pants with belt loops require a belt. All pants must be worn properly above the waist.
- Shirts must be tucked in.
- Jogging suits, wind suits, "warm-up" suits, or athletic shorts are not allowed.
- No clothing with holes should be worn.
- Hooded sweatshirts are not allowed.

Note: Any student's dress or personal appearance that the administration believes is disruptive or interferes with the safe and secure learning environment will be dealt with on an individual basis. School administrators will use their discretion to determine the appropriateness of a student's dress.

Students new to Lanett City Schools will be given a two week (14 calendar days) grace period from enrollment, to obtain and wear the proper school uniforms. Students who have previously attended LCS do not qualify for this grace period unless a period of at least one year has passed.

**W. O. Lance Elementary School**

**Notice of Receipt of Handbook**

**Please detach this page, complete it, and return it to school.**

**This is to certify that I have received and reviewed W. O. Lance Elementary School's student handbook with my child. My child and I understand the information provided in the school's handbook. I understand that I can contact my child's school if I have any questions.**

**Printed Name of Student**

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**Printed Name of Parent**

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**Signature of Parent**

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**Date**

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